~~SECRET~~

9 July 1963

MEMORANDUM FOR: Assistant Director, Central Reference

SUBJECT   : CHIVE Status Report

1. Subject report lists as major weaknesses for the "Analyst File" that the information is incomplete, not readily manipulated, not accessible to other analysts, and is limited in "historical depth." On the other hand the major strengths of the OCR Central System are shown as backstopping the gaps in the Analyst Files, providing multi-access to documents on a "broad topic and area coverage", and providing "historical depth."

2. The Intellofax index and the indexes of the Specialized Registers are I believe considered specific indexes rather than a classification by "broad topic and area coverage." The Intelligence Subject Code (ISC) contains over 5,000 subject listings and when coupled with modifiers, tags and clear text, as well as several hundred area subdivisions, provides for very specific retrieval - even though the ISC is considered a general index.

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3. If by specific indexing is meant that each meaningful word which the intelligence community receives is churned into a computer, then thousands of references would result from any request made to the computer after a few days' input. The major weakness of the OCR System as listed in the report seem to be a rationalization for an all source-one approach - one listing - method. However OCR deals with many types of information and each type probably requires its own unique index. It would be an impossible task to index all open literature, all domestic scientific and technical documents and reports, all administrative, operational and intelligence documents (both raw and finished), all news services, TV and Radio Broadcasts, photography, maps, books, newspapers, serials, pamphlets, soviet

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4. The report indicates that the present dissemination service of
10 to 15 million multiple copies per year is inefficient and costly and at
the same time, timely and accurate. To judge the efficiency of dissemination,
many factors must be considered. Among these are number of personnel
required at the central point as well as the several receipt points to effect
the dissemination; the percentage of documents received by offices and
analysts which are not pertinent to their requirements as well as the percentage
of documents not received which are pertinent; the length of time it takes for
the pertinent information to get to the analysts; and the ability of dissemination
organization to handle varying work loads and changing priorities. Another
important consideration is the ability to provide quickly in response to urgent
needs copies of documents which have been received and are still in process.

5. I certainly think that the number 1 option should be selected by
management. OCR should continue to modify its present system to use EDP
applications to the fullest so as to provide more timely and more complete
service to our customers; the ADPS should make constructing suggestions
to that end.

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